



## **Questions and Response**

1. Is the prior auditor being considered for re-appointment and how long were they your auditor?

Response: The prior year auditor must respond to the RFP to be considered for this contract award.

The previous auditor provided services for five consecutive years.

2. Could you please provide a copy of the June 30, 2025 audited financial statements and accompanying 990 form.

Response: Our June 30, 2025 audit report is in the process of being reviewed and accepted. Our 990 form for the same period will be completed and filed towards the end of January.

Audit reports and 990 forms are posted on our website at [Public Records - CareerSource Suncoast](#).

3. Please provide us a brief summary of the accounting department personnel and their relevant experience.

Response: Our team consists of 3 positions: Chief Financial & Administrative Officer 33 years with CSS- 19 years as CFAO, Accounting Manager 13 years with CSS, and Accounting Coordinator 2 years with CSS.

4. Are there any auditing problems / difficulties we need to be made aware of?

Response: none

5. Do you have an audit committee or equivalent oversight by the Board?

Response: In accordance with CareerSource Suncoast [bylaws](#), The Finance and Performance Committee serves as the Audit Committee, additionally Executive Committee reviews the audit report.



6. Is all of the accounting performed in one office, on one system? If not, how many accounting systems and locations are involved?

Response: CSS uses a non-profit accounting software MIP which is web-based and integrates with an electronic purchase requisition system Microix. We have one main location in Sarasota and a satellite office in Palmetto. The accounting team works remotely using the same system.

7. Is the fixed asset detail maintained in a fixed asset software system or on excel spreadsheets?

Response: Maintained in a Sharepoint List.

8. Will you calculate and record the lease liabilities and right to use asset and related amortization?

Response: We provide a lease schedule to auditor. Passed adjustment to record right of use asset and operating lease liability as it was immaterial to financial statements

9. Do you typically prepare the financial statements and footnotes or does the audit firm prepare them?

Response: Audit firm prepares them.

10. Can you provide the prior year trial balance and audit adjustments, if any, or give an indication of the number of adjustments and a description of the entries.

Response: Adjusting journal entries – 3. Employee benefits, accrued leave, deferred revenue

11. May we please get a copy of the budget or any interim financial statements for the current fiscal year.

Response: The budget is posted on our website at [Public Records - CareerSource Suncoast](#).



12. What is the expected timeline for audit fieldwork? Expected start and completion date?

Response: Please refer to the RFP for timeline of service delivery. Page 5- SECTION B – SCOPE OF WORK , B.1 Services #8. Audits have been performed remotely the last 5 years.

13. What is your preference of how field work is performed (remote, in person, hybrid, etc.)?

Response: Remote

14. If possible, can you indicate the professional fees for 2025 or the number of hours incurred on the engagement.

Response: Audit Fee \$32,000 per year , 990 Fee \$2,500 per year

15. Do you anticipate any changes in accounting software in the next year?

Response: No

16. Can you please provide the audit fees paid for the prior two audits, including any change orders? Can you also provide the fees related to CSS's single audit?

Response: FY Ending June 30, 2024 -Audit Fee \$26,000, 990 Fee \$2,500 per year  
FY Ending June 30, 2025 -Audit Fee \$32,000 per year , 990 Fee \$2,500 per year

17. Were there any out-of-scope extra billings or additional services provided in the last two years? If so, what was the fee and scope of the services?

Response: \$3,500 – Implementation of FASB ASC 842 (Leases) in 2023

\$3,500 - Implementation of additional FloridaCommerce requirements for various new procedures for all Florida workforce boards in 2025.

These additional requirements have been included in the RFP.

18. Does the current auditing firm draft your financial statements?

Response: Yes



19. Is there a preference for on-site, remote, or hybrid work for audit services?

Response: Remote

20. Will the incumbent firm be allowed to bid on these services?

Response: Yes

21. Are there any areas for improvement in the level of service expected by CSS?

Response: None

22. Has CSS received any management letter comments and/or recommendations during the last two audit cycles? If so, please provide these communications.

Response: No

23. By what date are the year-end books typically closed to allow audit work to begin?

Response: September 1

24. What were the tax preparation fees paid for the last 3 years?

Response: Please reference previously answered question